

# California Department of Corrections and Rehabilitation

## *Workshop Activities and Worksheets*

### *Handout Packet*



## *“Reinvention: The Other Side of Uncertainty”*



# **Worksheets, Handouts and Activities for “*Reinvention*”**

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1. Proactive Stress Management Strategies (Tip sheet)
2. “My Life” (Activity)
3. Skills Assessment (Activity)
4. Transferable Skills (Activity)
5. Example list of work values (Information sheet)
6. Values Inventory (Activity)
7. Job Search One-minute Commercial (Worksheet/Optional Activity)
8. Job search networking (Worksheet/Optional Activity)
9. Sections of a resume (Tip sheet)
10. Elements of Effective Resumes (Activity)
11. What Kind of Resume Format is Best for Me? (Tip sheet)
12. Resume Action Verbs and Achievement words (Tip sheet)
13. Action steps (Tip sheet)
14. Personal Action Plan (Activity)
15. CDCR Resources (web links for SOC employment, resume tips, etc.)
16. Other Resources

# Proactive Stress Management Strategies

## Enhance Your Personal Life

### *Use humor appropriately*

- Try to find humor in the stressful event or issue.
- Use humor as a “pressure valve” if the stressor is creating frustration or anxiety.
- Use humor to keep perspective on the stressful situation.

### *Get organized*

- Reduce clutter and mess in your personal and job spaces
- Use devices such as schedules, day-timers, appointment books or PDA’s to keep on top of appointments. (Make sure to include your leisure time activities....scheduling in “down time” helps reduce stress!)
- Make daily to-do lists!
- Allow sufficient time to get to appointments.
- *Refrain from becoming overscheduled.*

### *Vent emotionally* (safely and appropriately)

- Find a safe place or person(s) to blow off steam.
- Keep venting to the topic of stress.
- Allow yourself a set time to “gripe” or vent about the event or issue (say 10 or 15 minutes).
- Let the stressor go and get on with your life.

## Enhance Your Healthy Lifestyle

**Eat a healthy diet.** Eat nutritious meals; keep sodium and fat content low (or reasonable) to prevent stress on the heart and circulatory system.

**Stop smoking.** Smoking pollutes the body with over 400 chemicals with each puff taken and adds carcinogens to your lungs. Polluting your lungs adds physical stress to your body and reduces cardio-pulmonary functioning.

**Reduce alcohol consumption.** Moderate consumption (one or two drinks per day, no more) does not harm, and may enhance, circulatory functioning by reducing cholesterol.

**Exercise.** Aerobic and strength training exercises increase the efficiency of your body's metabolism and helps to ward off the effects of stress. Additionally, your body may become more efficient in self-healing.

**Sleep.** The average adult needs 8 hours of sleep per night. If you rob yourself of an hour or two of sleep each night, you build up a significant "sleep debt" that puts physical stress on your body. Depriving yourself of sleep regularly decreases your body's effectiveness and efficiency and does not provide enough time for your body to rest, restore, and rebuild.

**Pursue leisure activities.** Find an activity that helps you mentally and/or physically remove yourself from stressors. Gardening, fishing, reading, or jogging is all good ways to create time for yourself and de-stress.

**Engage in active relaxation.** Active relaxation requires that you engage in activities in which you mentally focus on reducing the physical symptoms of stress.

### **Create Social Support**

**Identify your needs.** To help your support network help you during times of stress, it is valuable to identify how they can help you. Would you like a "sounding board", someone to listen and let you vent? Would you like your support people to help you find solutions to stressful events and situations in your life?

**Communicate your needs to your allies.** Think of a way that clearly tells your supporting friends or family the ways that they can help you during times of stress. Try to be patient and courteous during this process, because they will be learning with you! These discussions are most beneficial when they occur before a stressful situation hits.

Use "I" statements and describe the behavior you need (or don't need) from your support person. For example: "I feel like my feelings are being negated when you tell me to 'get over' myself. Please do not do this".

**Use Your EAP.** When the stress of life and the job becomes overwhelming, reach out for help.

## *My Life*

Not So Good

Good

One small thing I can do today to make a “Not So Good” better.

One small thing I can do today to make a “Good” even better.

### *5 Daily Habits.*

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*3 Good Things That Happened Today*

## Skills Assessment Activity

Current Tasks	Skill Required	Transferable Application

### Instructions:

- Use the form above to identify tasks you are performing in your current position.
- Identify skills that fostered success in your current role.
- Explore the skills. Where else might these skills be needed?

## Transferable Skills Activity

CDCR Achievements	Definition/Description	Applicable Skill Name	Additional Application

### Instructions:

- Identify those roles and tasks or projects you have participated in or facilitated within CDCR, a volunteer organization, mentoring program etc. (Developed a process, Solved a problem, Participated in, Wrote a xxxx, etc.)
- Describe or define the achievement- why was it successful, was the result,
- What was the skill that made it successful?
- Identify where else this skill will be appreciated.

## Example List of Work Values

Here are examples of items that could appear on your list of work values, along with a definition of each one. When reading this list, think about how important each value is to you.

**Autonomy:** receiving no or little supervision

**Helping Others:** providing assistance to individuals or groups

**Prestige:** having high standing

**Job Security:** a high probability that one will remain employed

**Collaboration:** working with others

**Helping Society:** contributing to the betterment of the world

**Recognition:** receiving attention for your work

**Compensation:** receiving adequate pay

**Achievement:** doing work that yields results

**Utilizing Your Skills and Background:** using your education and work experience to do your job

**Leadership:** supervising/managing others

**Creativity:** using your own ideas

**Variety:** doing different activities

**Challenge:** performing tasks that are difficult

**Leisure:** having adequate time away from work

**Recognition:** receiving credit for achievements

**Artistic Expression:** expressing one's artistic talents

**Influence:** having the ability to affect people's opinions and ideas



## What Do I Value Most?

Rank the following items in order of importance: 1= most important and 20 = least important.

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- |                              |                      |
|------------------------------|----------------------|
| __ Job                       | __ Social Status     |
| __ Exercise                  | __ Appearance        |
| __ Children                  | __ Food              |
| __ Spouse/Partner            | __ Clothing          |
| __ Friends                   | __ House / Apartment |
| __ Church                    | __ Health Benefits   |
| __ Physical Health           | __ Nice Weather      |
| __ Emotional / Mental Health | __ Co-Workers        |
| __ Climate/Geography         | __ Meditation        |
| __ Money                     | __ Myself            |
| __ Social Activities         | __ Other _____       |
- 

List your top 5 from above:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## **The Elevator Speech or “One-Minute Commercial” Planner**

*Who are you/what do you do?*

*How do you serve your customers?*

*How are you helping customers solve their problems?*

*What is one recent success?*

## Job Search Networking Worksheet

	Name	Employer	Type of Work	Priority: A, B, or C
<b>Family</b>				
<b>Friends</b>				
<b>Colleagues</b>				

	Name	Employer	Type of Work	Priority: A, B, or C
<b>Neighbors</b>				
<b>Community Contacts</b>				
<b>Faith Contacts</b>				
<b>Other</b>				

# Sections of a Resume

## **Contact Information:**

Includes your name and the best way to get in touch with you

- Don't list every phone number you have...home and/or cell # are enough
- If you include a cell phone number, be certain 1) you have voicemail attached, and 2) you can talk freely if you answer it
- Ideally, include a "personal" email (no cute names or aliases)
- Always goes at the top of your resume

## **Profile: (Summary of Qualifications)**

Includes a "snapshot" of your top skills, attributes, and qualifications for the job

- Sums up everything about you that an employer wants to see
- Great place to put keywords and keyword phrases
- This is where you can really "sell" yourself
- Usually the last section to write

## **Objective:**

- If you're using an Objective statement, be specific
- Avoid generic statements like "Seeking a challenging position in a growth-oriented company that will provide the opportunity for advancement"

## **Work Experience:**

Also called Employment History, Professional Experience, etc.

- Describe the scope of your responsibility, what you were hired to do (but try not to just list duties)
- Be specific wherever possible, including #'s, \$\$, %, etc.
- Include accomplishments, special projects, awards, recognition, etc.
- Highlight either your job title or the organization, whichever is more marketable

## **Education:**

Can also be called Training, Professional Development, Certification, etc.

- Include the program name, where you got it, and the year
- List only what's relevant
- Can go anywhere on the resume (usually up front or at the end)

## **Other:**

Might include Volunteer Experience, Professional Affiliations, Languages, Other Experience, or Personal Achievements

## Elements of Effective Resumes

Tools and Documents Needed	Tasks Learned/CDCR	Skill Type	Area(s) Applicable

### Instructions:

- Use this form to identify the content of your resume.
- Use any departmental documentation that identifies skills, knowledge or abilities for your existing position
- Identify what you have learned from the position
- Define the Skill Type: Examples: Technology/Computer Experience, Management / Supervision, Leadership, etc
- Explore/document other industries that will appreciate/value these skills

## What Kind of Resume Format is Best for Me?

Consider a chrono-functional resume if:	Consider a chronological resume if:
You have very diverse experiences that don't add up to a clear-cut career path.	Most/all of your experience has been in one field.
You are a college student with minimal experience and/or experience unrelated to your chosen career field.	You are an established job-seeker with steady experience in your chosen field.
Some of your experience is not traditional paid employment, but internships, volunteer work, class projects, sports, leadership positions -- and/or the actual experience may be secondary to the skills attained.	Your experience is primarily traditional paid employment.
You want to transition to a new field that is very different from what all your previous experience points to.	You plan to stay in the same field when you pursue your next job.
You have been unemployed for more than a few months or have gaps in your work history. Example: Homemakers who took time to raise a family and now wish to return to the workplace. For those with gaps, a chronological format can draw undue attention to the gaps, while a functional resume enables you to portray transferable skills attained through such activities as domestic management and volunteer work.	You have minimal or no gaps in your work history.
Someone looking at your resume or work history for a few seconds would not be able to immediately discern what you want to do and what you're good at.	Someone looking at your resume or work history for a few seconds would know immediately what you want to do and what you're good at.
You seek a job in a field that is not extremely conservative.	Your field is very conservative (examples: banking, law), and functional resumes are not the norm.
Your chronological resume gives the appearance of a "job-hopper" because some of your jobs have been of short duration and/or you've held several jobs over a relatively short period.	You've been at most of your jobs for more than a year, and preferably at least two.
You do <b>NOT</b> plan to submit your resume to Monster.com and/or other job boards that do not accept functional resumes (or you plan to have a chronological version for job boards and a chrono-functional version for other uses).	Submitting your resume to Monster.com and/or other job boards is a primary part of your job-seeking strategy.
You do <b>NOT</b> plan to submit your resume to headhunters, recruiters, or executive search firms -- which tend <b>NOT</b> to favor functional resumes (or you plan to have a chronological version for headhunters, recruiters, and executive search firms and a chrono-functional version for other uses).	Submitting your resume to headhunters, recruiters, and/or executive search firms is a primary part of your job-seeking strategy.

## Resume Action Verbs & Achievement Words

This list of over 100 descriptive words is for your reference to give more strength and power to telling your story.

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➤ Accelerated	➤ Instilled	➤ Revitalized
➤ Accounted for	➤ Integrated	➤ Saved
➤ Acquired	➤ Learned	➤ Secured
➤ Advanced	➤ Leveraged	➤ Simplified
➤ Attained	➤ Liquidated	➤ Solidified
➤ Awarded	➤ Lowered	➤ Spearheaded
➤ Benefited	➤ Maintained	➤ Specialized
➤ Boosted	➤ Mastered	➤ Stabilized
➤ Broadened	➤ Maximized	➤ Standardized
➤ Capitalized on	➤ Merged	➤ Stimulated
➤ Centralized	➤ Minimized	➤ Streamlined
➤ Completed	➤ Mobilized	➤ Strengthened
➤ Condensed	➤ Modified	➤ Structured
➤ Conserved	➤ Motivated	➤ Substantiated
➤ Consolidated	➤ Mounted	➤ Surpassed
➤ Contributed	➤ Multiplied	➤ Synthesized
➤ Converted	➤ Netted	➤ Synergized
➤ Decreased	➤ Optimized	➤ Systemized
➤ Devised	➤ Originated	➤ Targeted
➤ Disposed	➤ Overhauled	➤ Trimmed
➤ Diversified	➤ Partnered	➤ Tripled
➤ Divested	➤ Performed	➤ Troubleshoot
➤ Economized	➤ Pioneered	➤ Turned around
➤ Effected	➤ Positioned	➤ Uncovered
➤ Eliminated	➤ Predicted	➤ Undertook
➤ Enabled	➤ Prevented	➤ Unified
➤ Enhanced	➤ Produced	➤ Upheld
➤ Enlarged	➤ Projected	➤ United
➤ Expanded	➤ Raised	➤ Updated
➤ Finalized	➤ Reclaimed	➤ Upgraded
➤ Forecasted	➤ Reduced	➤ Validated
➤ Formed	➤ Rehabilitated	➤ Volunteered
➤ Formalized	➤ Rejuvenated	
➤ Furthered	➤ Remedied	
➤ Generated	➤ Restructured	
➤ Improved	➤ Resulted in	
➤ Improvised	➤ Retained	
➤ Increased	➤ Revamped	
➤ Inspired	➤ Reversed	

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## Action Steps

Step	Action
<b>Discovery</b>	Nurture and cultivate new goals, interests and passions
<b>Identification</b>	Be honest in identifying your interests, likes and dislikes
<b>Development</b>	Create a written action plan highlighting actions, resources, success measurements
<b>Acknowledgement</b>	Acknowledge that your comfort zone will be challenged. Accept it and move forward anyway.
<b>Take Action</b>	Fear, uncertainty and anxiety accompany any change in our lives. Let these work for you. DO IT ANYWAY!
<b>The Defining Moment</b>	We all have a make or break moment. That moment when we can't turn back and forward is the only option. Some become over taken by fear. Those who reinvent themselves embrace these moments because something better awaits!
<b>Communication</b>	Any change we make naturally impacts our family and friends. All them to support you by letting them in on what's going on.
<b>Realistic</b>	Be kind to yourself during reinvention. Missteps occur because we are engaging in new activities. Learn from them and keep moving.
<b>Networking</b>	Get involved in networking groups that foster a sense of creativity, provide new ideas for you and expose you to people who may become resources to help in your reinvention.
<b>Mentoring</b>	Find a mentor. SCORE, networking groups offer mentoring programs for anyone in the process of reinventing themselves.

## Personal Action Plan

Goal - Focus	Resources Needed	Tasks	Communication Plan

### Instruction:

- Use the form above to identify goals for your reinvention
- Think about what you will need to be successful. Do I need guidance (Community College Counselor, MHN, etc?)
- What actions are necessary to initiate and nurture your reinvention?
- Who needs to know that you're actively reinventing your life and circumstances? Who will provide support? Who are my detractors?
- Review and Update regularly.

# EMPLOYMENT RESOURCES

*From the CDCR*

## Searching for employment with the state of California:

- [Http://www.caljobs.ca.gov/](http://www.caljobs.ca.gov/)
  - California's Employment Development Department's (EDD) Job Service has a primary mandate to facilitate the match between employers and qualified workers. While continuing its traditional function as the state's labor exchange, EDD's approach is geared to meet the challenges of the 21st century with increased efficiency and continuously improved customer service. CalJOBS<sup>SM</sup> plays a vital role in meeting that challenge.  
**Job Seekers** - Create and store your resume and browse job listings. If you find suitable openings, you can make available a system generated resume for on-line viewing by prospective employers.  
**For More Information**  
If you have questions about CalJOBS<sup>SM</sup>, you may call (800)758-0398 during regular business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m. PST). Hearing impaired can access a TTY using this same number
- [Http://jobs.spb.ca.gov/wvpos/easy\\_search.cfm](http://jobs.spb.ca.gov/wvpos/easy_search.cfm)
  - For current or former state employees searching for employment within all Departments in the California area. You can enter partial words, such as "aud" for Auditor, Auditing, etc. Or you can enter multiple words to narrow down your search, such as "sacramento assistant" to find only Assistant positions in Sacramento. More advanced searches can be done with SPB's [Advanced Search](http://jobs.spb.ca.gov/wvpos/adv_search.cfm) ([http://jobs.spb.ca.gov/wvpos/adv\\_search.cfm](http://jobs.spb.ca.gov/wvpos/adv_search.cfm)).
- [http://www.cdcr.ca.gov/Career\\_Opportunities/index.html](http://www.cdcr.ca.gov/Career_Opportunities/index.html)
  - Career opportunities within California Department of Corrections and Rehabilitation. This site will assist you with searching for employment if you're currently or attempting to receive employment with CDCR throughout California; as well as providing information for upcoming exams.
- <http://spb.ca.gov/jobs/resources/transfer/calculator.htm>
  - **SPB Transfer Determination Calculator**  
Classes displayed in this search are subject to transfer requirements as defined by laws and SPB Rules 430-435. **Classes being considered for transferability MUST involve substantially the same level of duties, responsibilities, and salary.** Once you have completed the class level and salary comparisons, please consult with the respective department's personnel office for additional information regarding the transfer.

The pay scales used by the calculator are the latest available from the State Controller's Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with your personnel office before making any commitments.

- <https://boomerang.ca.gov/>
  - Are you a retired State of California employee? Are you interested in working for the State on a temporary basis as a retired annuitant? If you answered 'Yes' to both of those questions, you are invited to register to be placed in a hiring pool that will be used by state departments.
- <http://www.realcaliforniajobs.com/category/Corrections>
  - What is Real California Jobs all about?  
We endeavor to make it easier for California Job seekers to find employment with public agencies in California by consolidating job listing in one place.

### **General Employment Resources:**

[Http://www.jobcentral.com/s-California-jobs.asp](http://www.jobcentral.com/s-California-jobs.asp)

DirectEmployers Association is a nonprofit HR consortium of leading global employers formed to improve labor market efficiency through the sharing of best practices, research and the development of technology. This site allows you to create an account to search for employment opportunities in the California area.

[Http://www.beyond.com/](http://www.beyond.com/)

Beyond.com claims to be the "largest network of niche career communities" on the Net. It essentially hooks together different organizations like PRJobForce.com and PhillyJobs.com all in one place, which makes it easy to find leads in your community.

[Http://www.careerbuilder.com/](http://www.careerbuilder.com/)

As the Web's biggest job site, CareerBuilder gets more than 23 million visitors a month. The company has been around since 1995, and has developed an incredible network of listing sources and job search centers since that time.

[Http://www.craigslist.org/](http://www.craigslist.org/)

The granddaddy of online classifieds gives those who are focused on searching for jobs within their communities an easy way to look. It might be one of the least-polished entities listed here, but the sheer number of local job listings makes up for it. Beware any deal involving Western Union, Moneygram, wire transfer, cashier check, money order, shipping, escrow, or any promise of transaction protection/certification/guarantee.

[Http://www.execu-search.com/](http://www.execu-search.com/)

Execu|Search looks to be a selective, higher-tier job search property. Execu|Search screens and reviews every resume that is submitted, and helps **employers** find the best possible candidates for their open positions.

<http://www.hound.com/>

Hound's search engine shows jobs from employer Web sites only. In theory, this cuts out duplicate listings and shows opportunities that are not posted on other job boards.

<http://www.indeed.com/>

Indeed works as an aggregator for listings from major job Web sites, company Web sites, associations, and other online sources. Its simplicity and ease of use are its best features.

<http://www.jobcentral.com/>

JobCentral is a service formed by a nonprofit consortium of U.S. corporations like IBM and Dell, which makes it ideal if you're looking for corporate job listings.

<http://www.jobserve.us/>

JobServe claims it was "the world's first Internet recruitment service." In 2008, JobServe advertised more than 2.5 million jobs across 15 industry sectors.

<http://www.jobster.com/>

Jobster uses an active approach to help employers and recruiting teams of all sizes find their candidates. The company calls its method "social recruiting," and **it services** 24 different job categories.

<http://www.linkedin.com/>

Best known for being a social network for professionals, LinkedIn also has thorough job listings, some of which are exclusive to LinkedIn.

<http://www.monster.com/>

In addition to being arguably the best-known global job-listings site, Monster also offers advice on resumes, interviewing, and salary information.

<http://www.oodle.com/job/>

Oodle, which specializes in online classifieds, includes a job classifieds section that finely cuts job opportunities down to job title, category, industry, and company.

<http://www.ontargetjobs.com/>

onTargetjobs owns a lot of smaller niche sites like BioSpace.com and MedHunters.com. Its expansive niche **database** allows users to find compatible job listings more easily than with general sites.

<http://www.simplyhired.com/>

SimplyHired is similar to Indeed, as it also aggregates listings from major job **Web sites**, newspapers, company Web sites, and associations. However, the site goes a little deeper and allows users to send their resumes out for posting on five other sites for free.

<http://www.snagajob.com/>

SnagAJob is basically the antithesis of sites like TheLadders and Execu|Search, as its focus is on hourly employment only. The site has partnered with companies like 7 Eleven, Red Lobster, and AMF, to bring the most up-to-date hourly job openings.

<http://www.theladders.com/>

This job site has branded itself as the place to look for \$100,000+ jobs only. Job seekers have to pay \$30 per month to fully take advantage of the site's services.

<http://www.trovix.com/>

Trovix's free search engine makes the job-search process more personalized. Users input their work experience and qualifications and the site matches results to what info they have given. Trovix also has an **innovative** feature called Job Map, which allows you to type in your location and see on Google **Maps** how many jobs are available in your area.

<http://www.tweetmyjobs.com/>

One of the newest sites to take advantage of social media, TweetMyJobs supplies Twitter users with instantaneous job listings that are derived from TweetMyJobs' Job Channels.

<http://www.usajobs.com/>

USAJobs is the official job site for the U.S. government. With the government looking to significantly increase spending during the next few years, looking at federal jobs might not be a bad move if you're in a tough place.

<http://hotjobs.yahoo.com/>

As one of the biggest job sites on the Web, HotJobs distinguishes itself by focusing on features such as status (which shows how many times one's resume has been viewed) and the ability to block companies from seeing your resume.

## Resume Resources

<http://www.howtowritearesume.net/>

One of the top online resume builders.

<http://www.resumizer.com/>

FREE Resume Creator Online write and print your resume in a few simple steps, many styles and options with tips to guide you. Easily update and edit your resume, no fees or memberships required.

<http://www.emurse.com/>

Creating a quality resume is a difficult task. Emurse allows you to focus on what's most important — writing quality content and selling yourself.

<http://www.gotresumebuilder.com/>

An on-line resume builder, that only takes minutes.

[http://www.edd.ca.gov/jobs\\_and\\_training/Experience\\_Unlimited\\_for\\_Job\\_Seekers.htm](http://www.edd.ca.gov/jobs_and_training/Experience_Unlimited_for_Job_Seekers.htm)

This site provides locations throughout the California area that offers assistance with Resumes.

# Resume Tips

## Top 5 Resume Writing Rules

In resume writing, we like to say there are no rules! You can do whatever you want with your resume. You don't need to follow a template, mimic someone else's resume, or do things "because you're supposed to." But all this freedom can be overwhelming, so let me offer a few tips that will help you produce a great resume.

1. Give readers what they need to know. Recruiters and employers want to know who you are (what job functions you're qualified to perform), where you've been (the jobs you've held, when you held them, and the names of your employers), and what you've done (your job activities and unique accomplishments). Without communicating this information clearly, your resume won't capture their attention – and that's the essential first step in securing the interview and getting the job.

2. Be distinctive. Remember, everyone applying for a given job will have (or should have) the basic skill set. So make sure your resume sets you apart by showcasing not just your job duties, but the things you've done that no one else can claim. Your unique career achievements are the heart and soul of your resume, so make them shine!

Learn how to develop "wow" achievements for your resume:

<http://jobsearch.about.com/od/resumewriting/a/resumewow.htm>

3. Be specific. Saying you increased sales "significantly" or that you "successfully" managed a difficult project doesn't really mean anything to the reader. Let them know the precise accomplishment. Try something like "Increased sales 23%" or "Delivered a difficult project 8 days ahead of schedule and 18% under budget". Now the reader can understand and appreciate how "significant" and "successful" your efforts were.

4. Be concise. Almost everyone can fit their necessary career information onto 2 pages. New grads and people with only 2 or 3 past jobs should be able to say it all on a single page. If your resume is too long, your paragraphs too wordy, your lists of bullet points too lengthy, you'll lose your reader's interest and any opportunity for an interview.

5. Save something for the interview. Employers select new hires not just on skills and knowledge but on "fit." They will want to evaluate your personal style, your character attributes, how you get things done, how you work with others, and other relevant "fit factors." You don't need to tell them all of this in your resume, so don't muddy it up with lots of adjectives and attributes. Focus on the facts.

Author: [Louise Kursmark](#)



## **California Community College Network**

[www.cccco.edu](http://www.cccco.edu)

The California Community colleges are a rich resource for those in transition. Community colleges are a resource for skill development, career counseling, and resume creation. Use the link above to locate the community college in your area.

***Listed Below are Transition and Potential Employer Opportunities***

- Private Prisons
- Personal Security
- Law Enforcement
- Border Patrol
- Casino Security
- Body Guarding
- Event Security
- Risk Management
- Corporate Security
- Airport Security
- Hotel Security